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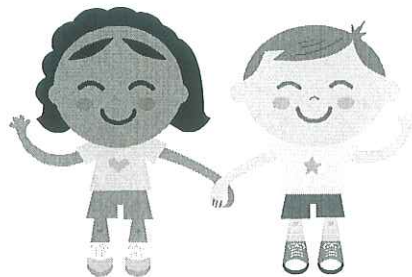
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BY JPD



SUMMER CAMP and AFTER SCHOOL CARE

Family Handbook
2009-2010



2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

MISSION STATEMENT

Our mission is to promote a fun program filled with wonderful activities for the children to enjoy during the summer **and after school**. Our focus is to enhance the social, emotional, physical, intellectual, and cultural development of each child by exercising recreational games and projects while in a natural setting. We strive to provide each child with the most remarkable summer **and after school care** experience!

CONFIDENTIALITY AND SECURITY OF FILES POLICY

Confidential information is restricted and private. Through written records and daily interactions with children and families, employees may become aware of potentially sensitive information. Employees of the Summer Camp and **After School Care Program** shall not disclose or knowingly permit the disclosure of any information concerning the child and his/her family, directly or indirectly, to any unauthorized person.

All personal information is confidential. Reports to families on children's behavior or special difficulties **shall be discussed by (1) Summer Camp: Lead Teacher, Recreation Director or Recreation Coordinator and (2) After School Care: Lead After School Care Provider or Principal**, unless they delegate this responsibility to someone else. All sharing of information done by staff should be reported to the **Recreation Director or Principal** as soon as possible to maintain continuity.

The Summer Camp **and After School Care** staff will maintain the confidentiality of all children's records. Written, informed consent from a parent must be received prior to releasing any information or photographs, if applicable, from which the child might be identified, except for authorized tribal, state, and federal agencies.

STAFF

The Summer Camp will have a Lead Teacher, who is responsible for overseeing, planning, and managing the daily operations of the summer program as well as

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

responding to parental concerns. As shown **in the following**, the Summer Camp will consist of other staff to ensure smooth operations of the program.

- One (1) Morning & One (1) Afternoon Assistant Teacher
- One (1) Food Preparer
- Four (4) Morning Summer Youth Workers
- Four (4) Afternoon Summer Youth Workers

The After School Care Program will have a Lead After School Care Provider, who is responsible for overseeing the program, planning weekly activities, coordinating snacks and reconciling payment records. An additional After School Care Provider will be available to assist with the oversight of the program.

ENROLLMENT ELIGIBILITY

Summer Camp: The Chitimacha Tribe of Louisiana will provide summer care for Native American students entering 1st grade – 5th grade from federally recognized Tribes and non-Indian children who are dependents of Indian households located within St. Mary Parish. The parent or guardian of the non-Indian child must be residing with an enrolled member of a federally recognized Indian Tribe to whom they are legally married.

When space is available, Summer Camp will accept non-tribal children of full-time and part-time employees of the Chitimacha Tribe of Louisiana. The tribal employee must be the natural parent or legal guardian of the child. Proof of legal guardianship must be provided with the enrollment application.

First available space at the time of enrollment will be filled with tribal children. Once a tribal employee's child is enrolled, the child's place at Summer Camp is secure, provided payment is kept up-to-date.

After School Care: The Chitimacha Tribe of Louisiana will provide After School Care for students enrolled at the Chitimacha Tribal School in grades K to 5th Grade. Enrollment will be based on a first come, first serve basis.

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

ENROLLMENT OF CHILDREN

Summer Camp: After a family has decided to enroll a student camper, the following steps must be completed before the child's first day at the camp. These include:

1. Submission of the Enrollment Packet to the Chitimacha Recreation Department.
2. Checklist of required documentation.
 - Completed enrollment packet (one per child)
 - Proof of legal guardianship, if applicable
 - Immunization record
3. Pre-payment of the 1st week's tuition.

After School Care: The enrollment process for the After School Care Program is as follows:

1. Submission of the Enrollment Packet to the Chitimacha Tribal School.
2. Pre-Payment of the 1st week's tuition.

WAITING LIST POLICY

In order to maintain quality programs, the number of students will be limited to twenty-four (24) students **for Summer Camp and twenty (20) students for After School Care**. When the maximum limit is reached, parents interested in enrolling a child will be given an enrollment packet to complete. When the enrollment packet is returned, the child will be placed on a waiting list. When space is available, parents of the first child on the waiting list for the room will be notified. If the parent does not respond within three (3) working days after notification of an available space, the child will be dropped to the bottom of the list and the parents of the next child on the list will be notified.

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

HOURS OF OPERATION

The hours of operation for Summer Camp will be Monday through Friday, 7:15 A.M. to 5:15 P.M.

The hours of operation for the After School Care Program will be Monday through Thursday from 3:00 p.m. to 5:10 p.m.

The following holidays either Summer Camp or the After School Program will be closed and tuition fees will not be assessed.

- **Labor Day**
- **Native American Holiday**
- **Thanksgiving Holidays**
- **Christmas Holidays**
- **New Year's Holidays**
- **Mardi Gras Holidays**
- **Good Friday and the Day After Easter**
- **Spring Break**
- **Independence Day**

ARRIVAL AND PICK-UP

A parent or designated adult must sign (full name) the child in upon arrival and sign out upon departure. Children who leave and return to the Summer Camp during the day shall be signed in/out. A child will not be able to leave the Summer Camp with anyone other than a designated adult. These designated adults will be listed on the Release Form.

The students enrolled in the After School Program will be transferred from their classrooms to the After School Care designated location. At 5:00 p.m., students will be outside under the canopy and ready for pick up.

A fee of **\$.50 per minute per child** will be assessed to anyone picking up a child after

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

5:20 p.m. At 5:30 p.m., the fee will increase to \$1.00 per minute. At 5:45 P.M., the fee will increase to \$1.50 per minute. This fee is assessed due to having employees in attendance with your child after hours

PAYMENT SCHEDULES, ABSENCES, AND WITHDRAWAL

Payment for Summer Camp must be prepaid on either a weekly basis or paid in full at the time of registration. Those who elect to pay weekly must adhere to the **pre-payment plan of paying on a Friday for the next week. Initial payment must be paid at time of registration.** Please remit all tuition payments including cash payments to the **Chitimacha Recreation Department.**

Once tuition payments are ten (10) business days (2 weeks) past due, your child will not be allowed to attend Summer Camp on the eleventh day (11th). Dependent on whether there are children on the waiting list, and your payment is not updated within reasonable time, your child will be terminated from the program, so that we can allow a child on the waiting list to experience Summer Camp. If the family decides to re-enroll the child, payment of the delinquent account must be paid in full before the child can re-enter the program, providing that space is available.

Payment for the After School Care Program must be prepaid on either a weekly or bi-weekly basis. Those who elect to pay weekly must adhere to the pre-payment plan of paying on a Friday for the upcoming week. Initial payment must be paid at time of registration. Please remit all tuition payments including cash payments to the Chitimacha Tribal School.

Make checks, money orders, and cashier's checks payable to the **Chitimacha Tribe of Louisiana.** When making a payment in cash, exact change is requested. A \$25 fee will be assessed to all NSF checks. Should we receive a NSF check, only cashier's checks or money orders will be accepted. You will have seven (7) days to correct your account. After seven (7) days your account will be considered delinquent and your child will not be able to attend until the account is updated.

We cannot credit you with absences since your child's place is reserved for him/her

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

and our expenses continue although he/she is not present. For example; if your child is sick and is required to stay home, or if your family decides to go on a week long vacation, you will still be required to pay tuition for that particular day or week.

ATTENDANCE POLICY

SUMMER CAMP: When a child enrolls for two (2) or three (3) days a week, the parent needs to determine the days the child will attend each week. For example, the parent may decide to send the child on Tuesday and Thursday. It is the responsibility of families to comply with the enrollment plan that was agreed upon at the time of enrollment. The Summer Camp Program will not be able to provide care for children who arrive on a day that is not part of the agreed upon enrollment plan.

GUIDANCE POLICY

Our goals are to help children learn acceptable behavior and develop inner controls. When redirecting or guiding a child's behavior, the age, intellectual development, emotional make-up and past experiences will be considered, and consistency will be maintained in setting limits for each child.

The staff will implement the following guidance techniques:

- Give guidance as needed, but try not to interfere in a child's activity.
- Take action when necessary, if the child's activity is endangering him/her, another child or property.
- Be positive in word and attitude when you must maintain limits. Be kind, matter of fact and composed at all times. Offer choices when possible.
- Refrain from discussing a child in his or her presence.
- Refrain from visiting with adults while in the classroom.
- Avoid labeling a child (positive and negative) or shaming a child.
- Tickling or throwing children up in the air are not appropriate to our goal of child-initiated play in a safe, secure environment.

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

DISCIPLINE POLICY

Summer Camp **and After School Care** practices positive methods of discipline. The following methods of discipline are prohibited. Any use of the described practices shall be grounds for immediate termination of staff. All parents and staff are provided with a copy of our Summer Camp Program **and After School Care** Policy.

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats by staff, substitutes, and/or parents while on in the care of Summer Camp.
- Prohibited actions include but are not limited to yelling, slapping, spanking, yanking, shaking, pinching, requiring a child to exercise, placing a child into uncomfortable positions, exposing a child to extreme temperatures and other measures producing physical pain, putting anything in a child's mouth, abusive or profane language including telling a child to shut up.
- No child shall be subject to cruel, severe, unusual, or unnecessary punishment.
- Derogatory remarks must never be made about any child and/or his/her family.
- Unsupervised isolation of a child is never allowed. Time out or time alone, if used, shall take place within sight of the Lead Teacher, Assistant Teacher or **After School Care Provider**. The length of each time out session shall not exceed ten (10) minutes.
- A child is never to be physically restricted in any way unless his or her actions would bring harm to self or others.
- No child or group of children shall be allowed to discipline another child.
- The withholding of food, including snacks, water, a nap or rest, or bathroom facilities shall never be used as punishment for a child. An adult should never address a child harshly, with intimidation or ridicule.
- Adults are never to discuss a child's behavior with another adult in the presence of the child or other parents. Written or verbal reports to parents regarding conflicts or disagreements between children shall not include the name of the child who hit or pushed their child.

Summer Camp **and After School Care** staff shall maintain a safe, non-threatening environment. Additionally, the staff shall foster creativity, encourage children to

2009-2010

SUMMER CAMP & AFTER SCHOOL CARE PROGRAM

Policies & Procedures

explore, and allow them to make discoveries. We also set limits and encourage self-discipline since children need boundaries to develop a sense of security.

To enforce the boundaries and rules at the center, the adults use the following techniques with the children:

- Clear statement of the limit. (“Put the block down.”)
- Stating expectations positively. (“The blocks are for building.”)
- Redirection. (“Let’s go see what Eric is drawing on his art project.”)
- Supporting problem-solving and negotiation between the children.
 (“How could you use your words to tell Caitlin that you would like to have a turn with that toy?”)
- Logical consequences or choices: (“You are having trouble playing with the blocks without throwing. I need you to choose another place to play.”)
- Modeling effective ways to express feelings and emotions. (“I do not like it when you grab the book from my hands. Please tell me that you would like to see it.”)

There are times when all of the above techniques, which are appropriate to the situation, have been tried and the problem continues. It is at these times that we might ask a child to sit quietly by himself/herself until that child can return to play appropriately. In cases of a repeated behavior pattern, Summer Camp **and After School Care Workers** are advised to contact their Lead Teacher or Assistant Teacher to handle such matter. We do not have a “time-out” place and this alone time is not seen as a punishment. Rather it is seen as a time to regroup. Even as adults, we sometimes need time alone to “pull ourselves together.” Children also need this, especially when they have been in a group situation most of the day.

SUPPLIES

A checklist of supplies is attached to the Summer Camp **and After School Care** Enrollment Applications. Supplies may be submitted **at time of registration**.

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

TOYS

Activities **will be coordinated** or each day; therefore, we encourage children to leave toys at home.

CLOTHING

Summer Camp: Washable play clothes are the most suitable. Your child may get dirty during the course of the day. Children may wear shoes with ties, Velcro, buckles, slip-on/beach shoes, and flip-flops. On designated field trip days, we recommend wearing tennis shoes for activities requiring walking and/or bike riding.

ALL children need to bring with them on a daily basis at least one change of clothes, including underwear and socks. Each item shall be marked with the child's name. These articles of clothing shall be kept in a backpack and transported each day to Summer Camp.

Each child may bring a small blanket and pillow for rest time. On Fridays, the blanket and pillow will be sent home to be washed on returned to Summer Camp for the following Monday.

For After School Care purposes, students will remain in their same clothes that they attended school in.

DISMISSAL

Summer Camp **and After School Care personnel** will do everything it reasonably can to promote a safe, fun-filled program for the children. Any child engaging in disruptive or unsafe behavior will be counseled regarding the need to act in ways that do not interfere with or endanger other children or our staff. We expect family members to cooperate with us in this effort. On rare occasions, if a child's behavior becomes too disruptive or unsafe, and if efforts in coordination with the family have not succeeded in curtailing that behavior, **(1) Summer Camp:** the Lead Teacher, in consultation with the Recreation Director and/or Recreation Coordinator or **(2) After School Care:** the Lead After School Care Provider, in consultation with the Principal and/or Chief Administrative Officer, reserves the right to terminate

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

enrollment of the disruptive child. In additional cases, grounds for termination of enrollment from the program will result should any of the following occur.

1. The child threatens the safety, health and/or well-being of others.
2. Tuition is late. When tuition is ten (10) business days behind schedule, the child will not be allowed to attend the center on the eleventh (11th) day.
3. Immunization records are incomplete and/or not updated. This only applies to students that are NOT attending or the Chitimacha Tribal School.
4. Enrollment was under fraudulent circumstances.

ACCIDENTS/ INJURIES

Staff shall report any injury of a child to the Lead Teacher or Assistant Teacher, no matter how insignificant it may seem. The Lead Teacher or Assistant Teacher will determine if the parent needs to be immediately notified and if first aid should be administered. The Lead Teacher and an Assistant Teacher are trained in Infant/Child/Adult CPR. First aid kits will be available in the School Gym and Recreation Facility.

Parents will be notified if a child suffers an accident while at Summer Camp **or After School Care**. All head injuries must be reported to the parent immediately, blood not contained in an adhesive strip, broken or dislodged teeth, an impaled object, and any injury requiring professional attention. All accidents/incidents shall be written up on an accident report to be given to the parent at the end of the day. A copy of the report is to be placed in the child's folder.

To maintain a healthy environment ~~for the center~~, we will accept only well children. We are depending on you to help us maintain this policy. A child with a fever of 101° axillary (under arm) or higher within the previous 24-hour period must be kept home. If your child becomes ill during the day, an adult family member will be notified and must be picked up as soon as possible. A child may return when in good health. Parents must inform the Lead Teacher or Assistant Teacher immediately after a contagious illness or disease is detected. This will enable the Summer Camp **and After School Care** staff to determine if the illness or disease has been contracted by

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

any other children and may help in preventing the illness or disease from spreading to other children.

SANITATION AND ILLNESS PREVENTION

1. Staff and children shall wash their hands at the following times: Upon entering the **facility**, before preparing **food and beverage items**, after **utilizing the restroom**, before and after eating meals or snacks, after caring for a child with symptoms of a communicable disease, and anytime the hands become soiled with body fluids (urine, stool, saliva, blood, nasal discharge).
2. In-service training for staff shall include the following hand washing procedure: Use warm running water and soap for 20 seconds and single use disposable towels. Staff will teach children proper hand washing techniques.
3. Noses shall be blown or wiped with disposable, one use tissues that are discarded in a plastic lined and covered garbage container.
4. Draining or oozing cuts or sores shall be covered at all times to protect from infection.
5. Staff including substitutes shall notify the director if any child in care exhibits the following illnesses or symptoms. Exclusion time periods may be extended beyond the guidelines, depending upon individual conditions.

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

ILLNESS GUIDELINES

Illness/Infection Symptom	Should child stay home?	When can child/staff come back?
Cold	NO (without fever) YES (with fever)	Refer to Fever
Diarrhea (two or more loose stools, or over and above what is normal for child)	YES	Diarrhea is resolved
Ear Infection	NO (with doctor's diagnosis)	
Fever of unknown origin 101° axillary	YES	Free of fever for 24 hours and fever reducing medications have not been given in the past 8 hours, or on prescribed medication for 24 hours
Impetigo	YES	When treatment has begun
Lice	YES	After 1 treatment has been given and cleared by physician
Pink Eye	YES	24 hours after treatment has begun
Strep Throat	YES	24 hours after treatment has begun
Undiagnosed generalized rash	YES	Well or cleared by child's physician as non-contagious
Ring Worm	NO (keep area covered)	
Any child with the sudden onset of vomiting, irritability, or excessive sleepiness	YES	Well and/or cleared by child's physician

IMMUNIZATION RECORD

Summer Campers that are **NOT** enrolled at the Chitimacha Tribal School, must submit a copy of their completed immunization records at time of registration.

Since students from the Chitimacha Tribal School will only be allowed to attend the After School Care Program, immunization records will be waived.

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

ABUSE AND/OR NEGLECT

As mandated reporters, the Recreation Director, Recreation Coordinator, Lead Teacher, Assistant Teachers, **Principal, After School Care Providers** and substitutes of Summer Camp or After School Care are required legally and ethically to report child abuse in accordance with the Chitimacha Comprehensive Codes of Justice, Title V and in accordance with LA R.S. 14:403. The Recreation Director, Recreation Coordinator, Lead Teacher, Assistant Teachers, **Principal, After School Care Providers**, substitute, or support staff will not delay reporting suspected abuse and/or neglect to the Chitimacha Human Services Department and/or the St. Mary Parish Office of Community Services. Staff, including substitutes, are not required to report the suspected abuse/neglect to the director and/or administrators prior to reporting to the Chitimacha Human Services and/or St. Mary Parish Office of Community Services.

The staff will report any suspected abuse and/or neglect of a tribal child living on the reservation to the Chitimacha Human Services Department.

The staff will report any suspected abuse and/or neglect of a non-tribal child, or a tribal child living off the reservation to the St. Mary Parish Office of Community Services. The telephone numbers for the agencies are as follows:

Chitimacha Human Services
(337) 923-7000

St. Mary Parish Office of Community Services
(337) 828-5278

The Chitimacha Comprehensive Codes of Justice legally defines the abused and neglected child as follows:

- **Abused Child** – A child who has suffered or is likely in the immediate future to suffer serious physical or emotional harm as a result of a parent or **guardian** inflicting or failing to make reasonable efforts to prevent the infliction of physical or mental injury upon the child, including excessive corporal punishment or an act of sexual abuse or molestation.
- **Neglected Child** – A child:

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

- whose parent or **guardian** fails to provide the minimal care which a reasonably prudent parent would provide in the circumstances for the subsistence, education and welfare of the child; or
- who has special physical or mental conditions for which the child's parent or custodian neglects or refuses to provide a reasonable level of special care; or
- whose parent or **guardian** is unable to discharge his or her responsibilities to and for the child because of incarceration, hospitalization, or other physical or mental incapacity.

MEDICATION POLICY AND PROCEDURE

If prescription medication is necessary to administer to a child during the day, PARENTS MUST COMPLETE AND SIGN THE MEDICATION AUTHORIZATION FORM DAILY. Attached to this policy is the “**Administration of Medication**” form. This form must be completed by the Parent/Legal Guardian and the Licensed Physician or Dentist, before the Staff at Summer Camp **may** administer any prescription medication to your child. Medications will not be administered without written instructions. Medicine must be in its original container with the original label. The prescribed medicine must have the child's name, physician's name, name of medication or prescription number, dosage directions, and dosage. Non-prescription medicine is not required to be approved or recommended by a licensed physician or dentist, however, the parent or legal guardian must sign an authorization form permitting the staff at Summer Camp to administer the non-prescription medication to the child. All medications shall be sent home at the end of the day, except in the case of emergency medications for children with special health care needs.

Medicine will be kept locked in a secure place out of the reach of children. Medicine needing refrigeration must be stored in a leak proof bag or box and labeled for storage. For the safety of all children, medications should never be left backpacks or on counter tops.

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

To ensure medicine is given in accurate dosages, parents should provide an appropriate medicine dropper or measuring spoon.

Medication will not be dispensed during the After School Care Program.

TRANSPORTATION/OFF-SITE ACTIVITIES POLICY

Summer Camp will not transport children from home to camp, or camp to home. We will take official field trips approved by parents. Summer Camp will use the Recreation Van and Shuttle Bus for field trips, unless otherwise notified. A signed parental authorization is required for each field trip. All children shall be required to use the federally-approved and properly installed passenger safety belts. Offsite activities will include at least the Lead Teacher, one (1) Assistant Teacher and four (4) Summer Camp Workers. Staff will be accessible to children at all times and provide direct supervision during the offsite activity.

The After School Care Program will not provide any field trips for the students.

WATER ACTIVITIES POLICY

The Summer Campers will make trips to the Chitimacha pool for swimming lessons and recreational swimming. When children participate in swimming lessons, they will be under the supervision of their Swimming Lessons Teacher and Swimming Lessons Assistant. For recreational swimming time, a certified lifeguard will be on duty to ensure the safety of all children.

The After School Care Program may allow for recreational swimming under the supervision of a certified lifeguard.

PHOTOGRAPHING CHILDREN POLICY

During the course of the program, the staff at Summer Camp **and After School Program** will be taking digital images, photographs, videotapes, and/or audiotapes of the children for educational, memorabilia, and some decoration purposes. The family

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

will be asked to sign a blanket permission slip during the enrollment process to take digital images photographs, videotapes, and or audiotapes of their child. No child will be observed, videotaped, recorded, or photographed without the supervision of Lead Teacher or After School Care Provider and the authorization of the Recreation Coordinator or Principal.

THIRD PARTY RELEASE PROCEDURE

The child can only be released to designated adults on the child's Release Form. If an adult other than individuals on the list comes to pick up a child, please contact the Lead Teacher or Assistant Teacher. Parents can add persons to the Release Form through written permission. Any additions made to the Release Form shall be signed and dated by the parent. In case of an emergency, individuals listed on the Emergency Medical Care Form can pick up a child if the parent/guardian cannot be reached. In a non-emergency situation, persons on the Emergency Medical Care Form cannot pick up a child unless they are also listed on the Release Form.

Every child enrolled at Camp **and After School Care** must have an Emergency Medical Care Form and a Release Form on file. It is the responsibility of the family to inform the center of any changes on these forms.

The Camp **and After School Care** will not release a child at any time to a parent or designated individual who is obviously impaired due to alcohol consumption or substance abuse (either prescribed or illegal). In the event that a parent or designated adult is impaired, the Lead Teacher or Assistant Teacher will telephone individuals from the Release Form to arrange for an alternative adult to pick up the child. If a parent or designated adult is impaired and insists that the child be released in his or her custody, the Lead Teacher or Assistant Teacher will immediately notify the Chitimacha Police.

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

NUTRITION AND FOOD GUIDELINES

The After School Program will provide a snack in the afternoon.

Summer Camp strives to provide children with a nutritious breakfast, lunch and snacks daily.

- Breakfast will be served from 7:30 a.m. to 8:30 a.m.
- Lunch will be served from 11:30 a.m. to 12:15 p.m.
- Snacks will be served mid morning and mid afternoon.
- The Concession Stand, soft drinks, vending machines and other food dispensers for personal use shall be located outside by the Pool Area. They will be available to children between 1:00 p.m. and 4:00 p.m.
- The staff will monitor children closely to be sure that food is not being shared.
- The staff will not allow children to eat when walking, running, playing, lying down, or riding in vehicles.
- Drinking water shall be available indoors and outdoors to all children.
- Information regarding children's food allergies/special diets shall be prominently posted in the food prep areas. Staff shall follow these instructions.
- Children with food allergies/intolerances shall have a written statement signed by the parent indicating the specific food allergy/intolerances.
- Refreshments for special occasions such as birthday parties may be served. Refreshments must be commercially purchased and in a sealed container.

OPEN DOOR POLICY

Families are appreciated and have an open invitation to visit the Summer Camp or **After School Care** anytime during regular hours of operation. We encourage parents to drop by just to say "hi" during their break, catch a peek at swimming lessons or perhaps to come by and kiss a scraped knee.

Keeping an open line of communication between the Summer **Camp or After School Care** staff and families insures that the best interests of the children are served. All

2009-2010
SUMMER CAMP & AFTER SCHOOL CARE PROGRAM
Policies & Procedures

parents are encouraged to visit, telephone, and send notes whenever they deem necessary.

If a parent needs to discuss a problem or needs to have a more detailed conversation with the Lead Teacher, we ask that a conference time be set up with to provide time for privacy in the said matter.

COMPLAINT PROCEDURE

We will do our best to please our families, however if a family should have any concerns regarding the way their child is being cared for, a problem with a staff member or substitute, or questions regarding the operations, please follow these suggestions:

1. Discuss the concern with the Lead Teacher. If the Lead Teacher is unable to help the family, then he/she will know who can help.
2. If a family still has concerns, time should be set aside to discuss the concern with the Recreation Coordinator **regarding Summer Camp or the Principal regarding After School Care.**
3. Unresolved concerns or issues can be addressed to: **Summer Camp, Division Administrator and After School Care, Chief Administrative Officer.**